INSTRUCTIONS FOR COMPLETING UNCLAIMED PROPERTY CLAIM

In order to ensure payment to the rightful owners, please follow these instructions and provide the documents requested in order for your claim to be approved and paid.

ALL CLAIMANTS

- 1. complete 1 & 2 of claim form
- 2. notarize claim form in Box 5
- 3. attach copy of drivers license or other government-issued ID
- 4. attach document showing your social security number
- 5. attach document bearing your CURRENT address (such as a drivers license, bank statement, etc)
- 6. attach evidence of address in Box 4 of claim form OR document showing you conducted business with the business identified in Box 3

REPORTED OWNER

1. <u>complete steps listed under ALL CLAIMANTS</u> (grey area above)

- joint owners should sign claim form and provide current identification
 - if claiming as guardian or power of attorney, provide attorney documents when claiming on behalf of owner.
 - (2) if claiming as custodian for a minor, provide documents showing minor's date of birth and social security number.

SURVIVING SPOUSE/HEIRS

1. <u>complete steps listed under ALL CLAIMANTS</u> (grey area above)

- 2. attach certified copy of owner's death certificate (will be returned to claimant upon request)
- 3. attach copy of owner's last will and testament
- 4. if no will exists, a Declaration of Heirship form must be completed ** (AVAILABLE ON OUR WEBSITE www.statetreasury.wi.gov)
- 5. in the event of multiple heirs, you will be paid only your share of the available funds. All heirs must file separate claims.

NOTE 1: if owner received MEDICAID for the cost of care please STOP and contact State Treasury at (608) 267-7977

NOTE 2: if probate estate is open, the personal representative should provide copy of the domiciliary letter and estate tax ID number

STOCKS/MUTUAL FUNDS OR BONDS/PRINCIPAL PAYMENTS

- 1. <u>complete steps listed under ALL CLAIMANTS</u> (grey area above)
- attach ORIGINAL bond OR complete AFFIDAVIT OF LOST BOND**
- complete a W-9** if claiming a MUTUAL FUND account

CORPORATIONS/BUSINESSES

. <u>complete steps listed under ALL CLAIMANTS</u> (grey area above)

- 2. attach business card or letterhead reflecting the name of the person signing claim form
- 3. provide FEIN (tax ID number) instead of social security number
- 4. if business no longer operating, provide copy of Articles of Dissolution or other document reflecting shareholders & percentage of ownership

SUPPLEMENTAL FORMS MAY BE FOUND AT <u>WWW.STATETREASURY.WI.GOV</u> PLEASE ALLOW 90 DAYS FOR YOUR CLAIM TO BE REVIEWED.

We will contact you if additional information is needed to process your claim.